



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

CONNECTICUT FREEDOM OF INFORMATION ACT AND STATE LIBRARY DOCUMENT RETENTION POLICIES

Board and commission members should be aware of Chapter 14 of the Connecticut General Statutes, known as the Connecticut Freedom of Information Act ("FOIA") and the Document Retention Policies of the Connecticut State Library.

All public records and files, specifically including written and electronic correspondence, are presumed to be public documents subject to release under the terms of the FOIA.

If requested by a member of the public, public records must be made available for inspection within a reasonable time. This responsibility may include an in camera inspection by town officials and/or FOI Commission staff of all records retained on computer storage devices.

The Town has no obligation to raise or defend a claim of exemption from the FOIA disclosure requirements for any document or communication contained in computer files unless the Town, in its sole discretion, determines that a credible claim of an FOIA exemption applies.

- Find details on the *Freedom of Information Act* at www.ct.gov/foi.
- Find the municipal document retention policies at www.ctstatelibrary.org.